

ATTACHMENT 2

CITY OF EL MONTE
CITY HALL
11333 VALLEY BOULEVARD
EL MONTE, CALIFORNIA 91731

TOW SERVICES & FACILITIES INSPECTION CHECKLIST (TOWING AND VEHICLE STORAGE SERVICES RFP)

TOW OPERATOR: _____

I. Minimum Requirements

1. Minimum of at least three (3) fully equipped and operational tow trucks.

___ yes ___ no

notes:

2. Minimum of one flatbed tow truck.

___ yes ___ no

notes:

3. Open business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays.

___ yes ___ no

notes:

4. Tow service provider established in business minimum of five (5) years.

___ yes ___ no

notes:

5. Tow office and storage facilities at same location.

___ yes ___ no

notes:

ATTACHMENT 2

6. Tow service availability twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

☐ yes ☐ no

notes:

7. Secure and environmentally safe vehicle storage facility with a minimum capacity of 100 vehicles dedicated to storage of vehicles from EMPD. Vehicle storage facility must have adequate lighting and security features (cameras, alarms, motion sensors).

☐ yes ☐ no

notes:

8. Primary vehicle storage facility must be located in the corporate city limits of the City of El Monte or within five (5) miles of the city boundaries.

☐ yes ☐ no

notes:

Distance:

9. Vehicle storage facility must be enclosed by a solid wall, or chain link fence or a wrought iron fence at least six (6) foot in height and well maintained having either a gate or door of appropriate height and width. The ground surface must be entirely surfaced with either concrete or asphalt material free of holes or areas that are decomposed or broken.

☐ yes ☐ no

notes:

11. Ability to provide storage of two (2) vehicles within an enclosed area, totally protected from the weather, contamination or handling by any unauthorized person(s).

☐ yes ☐ no

notes:

12. Vehicle storage facility must provide an inspection area for authorized members of the police department.

☐ yes ☐ no

notes:

ATTACHMENT 2

13. Tow truck drivers to be neat, clean and have professional appearance with distinctive tow truck company attire.

___ yes ___ no

notes:

II. Other Requirements

1. Official Police Tow Services shall provide towing equipment capable of providing for the following services:

(a) Recovery truck(s) with an adjustable boom with a minimum lifting capacity of at least four tons. ___ yes ___ no

(b) Wheel lift towing. ___ yes ___ no

(c) Roll back/flatbed towing. ___ yes ___ no

(d) Towing in parking garages. ___ yes ___ no

(e) Towing of large and oversized vehicles. ___ yes ___ no

(f) Towing of motorcycles without causing additional damage. ___ yes ___ no

notes:

2. *State requirements.* All tow trucks shall be equipped as provided in the California Vehicle Code. Per the attached Vehicle Code sections.

notes:

Deficiencies:

3. Official Police Tow Service shall maintain a telephonic point of contact capable of receiving city requests for towing services 24 hours a day. ___ yes ___ no

notes:

4. Each Official Police Tow Service shall maintain a 24 hour a day communication contact with their tow vehicle(s).

___ yes ___ no

notes:

ATTACHMENT 2

5. Each Official Police Tow Service shall maintain a 24 hour per day telephone service to receive calls from the public.

☐ yes ☐ no

notes:

6. The vehicle storage facility must accept payment by access card and display all signage as required by the Vehicle Code with regards to Tow Yard operations, including current towing rates as authorized by CHP.

☐ yes ☐ no

notes:

III. Additional Services/Equipment Available to the City of El Monte (equipment or services offered by the Tow Agency at the time of the service/may be supported with photographs)

Service/Equipment: _____

notes:

Service/Equipment: _____

notes:

Service/Equipment: _____

notes:

Service/Equipment: _____

notes:

Service/Equipment: _____

notes:

ATTACHMENT 2

Service/Equipment: _____
notes: _____

Service/Equipment: _____
notes: _____

Service/Equipment: _____
notes: _____

Service/Equipment: _____
notes: _____

Investigator's Notes: (Typed on additional page or hand written below)

[illegible]

Inspection Completed by:

_____ Date/Time _____